This form should be completed by the Originator’s Department, in cooperation with the Procurement Department, and attached to the approved Purchase Request. Both documents should then be submitted to the Procurement Department to initiate the tender process.

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| **PR** # (or MAR#):  | ADD 1046 | **PR Description:**  | Integrated Market System Assessment for Livestock production and productivity and diversified economic opportunity components; |

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| **1.Estimated Timeline**: Indicate any additional information (if any) regarding the expected delivery or completion date (scheduled delivery…), and/or estimated length of the contract, that is not stated in the PR between November 20 and January 16 2020. |

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| **2.Select Bid or Proposal:** Explain why the option was selected next to selected option below *(Refer to section 5.8 of the FP3 or consult with Global Procurement for additional assistance)*

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| * **Bid (RFB)**
 | Lowest price technically acceptable. Must use “pass / fail” technical evaluation criteria. |
| * **√Proposal (RFP)**
 | Trade off method. Set evaluation criteria and weighting or scoring. |
| **Explanation:W**e encourage as many applicants as possible so that we have options to partner with. For this to happen, we set evaluation criteria and weighting score to identify the competent applicant based the criteria. |

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| **3.Supplier Eligibility Criteria:** List any additional eligibility criteria (section 5.9 of the FP3) to the minimum standard criteria defined in the FP3 (refer to sections 5.6 of the FP3)Country Minimum Standards for Suppliers are included in all tenders The ideal research/consulting team needs to have the following experience and skills: * Minimum of 7 years’ experience in designing, analyzing and/or implementing Gender Transformative Market Systems Development programs in Pastoralist and Agro-pastoralist context of Ethiopia and/or ASAL Area;
* Shall comprise a strong team of experts (4-5) with backgrounds that range across the different market sectors
* Experience in conducting gender sensitive market assessments focused on the agricultural value chain (livestock, crop/feed), labour market, private sector engagement, enterprises development and related is highly preferred;
* Experience on coaching or mentoring of teams and partner organizations in market assessment methodologies;
* Demonstrated organizational/individual capacity to manage the assignment effectively;
* Prior experience, exposure and/or network of implementation area(preferred);
* English fluency required;

**Needs and deliverables may change throughout the course of the consultancy. It is expected that the consultant be able to adjust to programmatic changes as needed in coordination with the program team. All deliverables must be approved by Chief of Party for RiPA-North,Mercy Corps to be considered final.**Additional Criteria: |

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| **4.Tender Submittals:** List documents that will be required for submission by offerors and used in the technical evaluation *(Refer to section 5.10 of the FP3)*. The minimum Supplier Eligibility Criteria (as described in 5.6 of the FP3), such as business registration documents, do not need to be listed here, as they will be applicable to all tenders in a specific country as defined by the Procurement Department).Examples: Design documents, ISO certifications, CVs, and project timelines. Eligible companies/firms have to submit the following by **tenders@mercycorps.org** * Company profile and CV/s of study team
* Proposed methodology and work plan;
* Copies of renewed legal documents (business registration certificates, taxpayer’s license)
* Financial proposal with a detailed breakdown of costs mentioning the terms of payment;
* Technical and financial proposal should be sent separately by tenders@mercycorps.org
* ateshome@mercycorps.org can be used for procurement related questions and mseifu@mercycorps.org for technical questions; and only till 14th November 2020
* Failure to comply with any of the conditions indicated above will result in automatic rejection;
* Application deadline is November 18th 2020 and proposals sent after this date may not be considered;
* Please pick the Tender package from [www.mercycorps.org/tenders](http://www.mercycorps.org/tenders)
* Mercy corps Addis Ababa office Tel (251) 011-1-110777, P.O.BOX 14319,

Hayahulet Gollagul Square | In front of Shola Taxi station | Addis Ababa, Google map <https://goo.gl/maps/QkiPDkpoCwZP57fx5>Mercy Corps reserves the right to reject the bid fully or partially  |

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| **5.List Evaluation Criteria (for either method) and relative weighting (for Trade-Off method only):** List as many evaluation criteria as needed *(Refer to section 5.11 of the FP3 or consult with Global Procurement for additional assistance)*

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| **Evaluation Item**  | **Expectations**  | **Max Score**  |
| Understanding of the ToR (Objectives, deliverable and the scope of the task) and the technical areas of the assignment  | Clear interpretation of the ToR, detaildescription of contextualized methodology and approach on how the market assessment will be effectively conducted | 20 |
| Work-plan detail  | Clear sequencing of activities, proposed time table and responsibility of team members  | 15 |
| Qualification, experience and capacity of the firm/individual  | Prior experience/ground level exposure of managing related assignments within the scope of the assignment, geographic coverage, qualification and composition of team member proposed for this specific assignment (Eg: Key team member/s CVs and recommendations/references)  | 35 |
| Consultancy Costs (Budget)  | Total cost including details and fulfillment of other related legal requirements *Payment modality: -**30%-Upon submission of inception report**30%-upon completion of field work and submission of preliminary findings* *40%-upon submission of final report and sharing of assessment findings for wider stakeholders*  |  30 |

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| **6.Sample:** Are you collecting samples for goods? (Read Section 5.12 of the FP3)* Yes
* No
* N/A
 | **If Yes, are there special requirements?** (Default: 1 sample per each item will be collected.)  |

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| **7.Advertising** (Optional): Suggestions on advertising location and methods (suggestions will be considered by Procurement for inclusion in the advertising plan) (Read Section 5.15 of the FP3).* Online:
* Local: Local and news paper
* Other:
 |
| **Q&A Session/Site Visit Requested?** (Read Section 5.13 and 6.7.2 of the FP3)* No
* Yes. Yes,

If yes list details, what the session is, where it will be held and a suggested date: |
| **Staff member responsible for answering written questions:**  |

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| **8.Quality Control Plan (for High-Value Tender only):** Attach Quality Control Plan if applicable* Not Applicable
* Attached
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| **9.Contract Type and Templates:**

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| * Purchase Order - Goods
* Purchase Agreement - Goods
* Master Purchase Agreement - Ongoing Goods Purchases
 | * √Service Agreement
* Master Service Agreement - Ongoing Services Purchases
 |
| * Construction - Simple Contract
* Construction - Intermediate Contract
* Construction - FIDIC
 | * Other - Specify / Coordinate with Global Procurement (if necessary)
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| **Pricing Structure**: Select the requested Pricing Structure (refer to section 8.3.1 of the FP3). Fixed Price should be the default option; if another option is selected, explain why it was selected.* √Fixed Price
* Cost Reimbursement (Cost Plus Fixed Fee)
* Time and Materials
 |

**Special Terms for Contract:** If needed, identify any special contract terms that are different from our standard templates. Consult with Procurement if you are unsure. Note: The sample contract will have to be finalized prior to issuing the RFP *(Refer to section 5.17 of the FP3).*Sample contract will be attached. |

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| **10. Other relevant information:** Indicate any other relevant information that would be helpful for the tender process. |